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8 AUG 1956

Director of Logistics

Deputy Comptroller

Requests For Procurement of Items For Stock.

Some difficulty has been experienced under Headquarters property authorization control procedures due to the use of requisition forms by Agency components for the purpose of requesting the Office of Logistics to establish inventories of specific property items since such requisitions should not be processed against the requisitioning components property authorizations. It is suggested, therefore, that a memorandum similar to the attached be sent to those components of the Agency which may forecast inventory requirements and place requests on the Office of Logistics to stock certain items for future requisitioning.

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ATTACHMENT:

TAS/LOH/mlc (6 August 1956)

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SUGGESTED MEMORANDUM

MEMORANDUM FOR: Chief Admin. DD/I

Office of Communications

FROM :

SUBJECT : Requests for Stockpiling

Agency components may request the Office of Logistics to establish inventories of certain items of property for anticipated future requirements. Such requests shall be made by memorandum to the Director of Logistics justifying the necessity therefor approved by the head Agency component involved. Such requests to Logistics to inventory certain items will in no way encumber the property authorization of the requesting component; however, subsequent issues of the property from stock shall be subject to the property authorization control procedures.

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